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26 May 1969

MEMORANDUM FOR THE RECORD

**SUBJECT: Staffing System
Language Development Program**

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A meeting was held at Magazine Building on 23 May 69 on the Staffing System and Language Development Program. In attendance were [] Chief, PMCD/OP; and [] representing OCS/SIPS. The following is a synopsis of the points covered during the meeting.

A) Staffing System

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- 1) Upon asking [] to explain the steps that PMCD must take in processing a T/O change, he very briefly explained a few of the auditing procedures that are performed (i.e., checking the change against authorized ceiling limits, average grade authorization). Should the change violate an Agency limit/authorization, PMCD must then resolve the difference with the help of OPPB and the components involved.
 - 2) [] stated that he was open for any worthwhile changes to the T/O system. However, the current system is good and fulfills all of PMCD's requirements. He also stated that there are no major problem areas with the current system. He did feel that it would be helpful to include Header/Column Titles on all totals that do not presently have them and also include Authorized Ceiling totals on the PCR.
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3) The possibility of PMCD incorporating the Staffing System Coding function in their office in lieu of the present system whereby a separate coding clerk in Statistical Reporting Branch is employed for this purpose was discussed. [] was agreeable in pursuing this further upon a complete presentation of the coding system. It was mutually agreed upon that we would investigate this and schedule another meeting in the near future to discuss the matter further.

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4) The possibility of having the P.C.R. Control Number serve a dual function as both a control sequence number and an Organizational Indicator (i.e., Dir., Off., Div, Branch, Unit, etc) was then discussed. [] stated that he could see no benefit or significance in having such a number since the recipient of a P.C.R. would not want to search thru a 18-20 character number to determine the organizational unit when he could find the same information by paging back thru the report.

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B) Language Development Program

1) A preliminary report layout (see attached) was presented to [] for approval. He stated that the layout was good and contained all of the necessary information.

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2) [] proposed that the report should list all employees who possessed any language skill whether they met a language requirement or not.

In conclusion, [] felt that the current Staffing System is good and could not offer any significant suggestions for improving the system.

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POSITION TITLE E INCUMBENT NAME	EMP. NO.	OCCUP. SERIES	TL	ED	SCH/ GRADE	DATE OF GRADE	S Y E X	Y O B	U O B	OS/ DATE	PL. INC.	PQS. NO.	L P R	# E S	LANGUAGE	R	S	W	U	P	T	CONTROL NO.